

## ACDEANINST 3920.1k

### 5. Action

#### a. Faculty.

Research and scholarly work at the Naval Academy, sponsored or unsponsored, originate from proposals by the faculty.

(1) Externally Funded Research. Faculty seeking external research grants, contracts, or agreements with federal or private sponsors **must establish budgets and obtain Naval Academy authorization via their chain of command through the DRS, who approves such applications for the Academic Dean and Provost.** Faculty interested in external research proposals should contact the Research Office early in the process to familiarize themselves with requirements, formats, and documentation. Application worksheet for external funding is provided in enclosure (1).

Enclosure (1)

ACDEANINST 3920.1K  
8 Nov 95

## EXTERNAL RESEARCH PROPOSALS

From: (Rank, Name)                      E-mail Address:                      Phone  
No.:

To: Director of Research and Scholarship

Via: (1) Chair, Department of \_\_\_\_\_

(2) Director, Division of \_\_\_\_\_

Subj: EXTERNAL RESEARCH PROPOSAL

Encl: (1) Attachments, as necessary, for paragraphs 3 and  
4 (c), (d), (e), (f), (g), below

1. Proposal Title.

2. Statement of Work. Include a detailed description of  
work to be performed and budget justification.

Alternatively, attach a copy of the proposal if one is being  
submitted to the sponsor.

2. Sponsor name and complete address, including E-mail  
and phone number.

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## b. Review of Materiel Procurement

(1) Purchase orders and travel orders of all grant recipients, external and internal, must proceed to the Supply Department **via the DRS** to ensure that line of accounting, items purchased, and account balance are appropriate to the grant. The DRS will normally process these purchase orders and travel orders on a same-day basis. Faculty with unavoidably late orders or special delivery time requirements should also inform the Supply Department Control Division.

(2) Division financial technicians **will report on a weekly basis to the DRS** the status, by individual account, of reimbursable funds within their division.

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h. Copies of Resulting Papers, Articles, or Presentations. NARC fund recipients will forward a copy of any paper, article, or presentation concluded as a result of NARC support to the DRS and the Assistant Librarian for Collection Development, Nimitz Library.

h'. DTIC Requirements.

DoD fund recipients will forward a copy of any paper or article published as a result of DoD support to the DRS for submission to the Defense Technical Information Center (DTIC).

A statement needs to be added in the ACDEANINST 3920.1k that refers to a new instruction being written regarding the Kinnear Fellowship. This fellowship only affects investigators in the Physics and Chemistry Departments.

A statement needs to be added in the ACDEANINST 3920.1k that refers to USNA INSTRUCTION 3900.1 PROTECTION OF HUMAN SUBJECTS.

## Recommendations for the NARC Process

1. **MULTI-YEAR PROPOSALS:** It is recommended that we accept multi-year proposals under the O&MN category. This recommendation seems to make good sense especially in the context of nontechnical NARC proposals, a large number of which I felt were multi-year efforts. Multi-year proposals will be evaluated and recommended for funding as before, while the funding status for the years after the first year will depend on the progress report (year-end-summary) and the availability of O&MN funds each year.

2. SUBMISSION DATE FOR NARCS: It is recommended that we set the date of Nov 16, 1998 as the date when the Division rankings of proposals are due to the yardwide committee. This date, which is almost a month earlier than the deadline in the past few years, is intended to help with the deliberations of the nontechnical NARC committee. This committee has by far the bulk of the O&MN NARCs and in the past few years has been burdened by the difficult task of evaluating about 45 proposals during the final exam week.

### 3. A CHANGE IN THE NONTECHNICAL COMMITTEES:

In the past few years the yardwide NARC committee has divided its membership and tasks according to technical (Divisions I and II) vs. nontechnical (Divisions III, Professional Development, and the Athletic Department). Because the nontechnical proposals are primarily from Division III (last year all but two proposals were from Division III), NARC committee members from Division III have suggested that the Professional Development member of the NARC committee and the DRS join the Division III members when they meet at the Divisional level to evaluate and rank all nontechnical proposals at once. This will reduce considerably the workload of the Division III members and does not seem to damage or compromise the process of ranking the nontechnical proposals.



The NARC Committee is presently formulating its recommendation regarding tiered awards for NARC grants, which it will submit to the Faculty Senate for discussion.